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STATINTL

13 July 1965

MEMORANDUM FOR: A/D/OCI
FROM : Chief, CIA Operations Center
SUBJECT : Intelligence Support in Crisis Situations
REFERENCE : DCI's Memo of 17 May Same Subject

I interpret the above reference to mean that when the DCI determines that a crisis exists, ^{IMMEDIATE} ~~the following~~ steps will be taken as indicated below:

1. The Executive Director will:

a. Prepare a list of the Agency's top officers who, after approval by the Director, will be empowered to act in his behalf during periods when the DCI, DDCI, and the Executive Director all may be absent from Headquarters.

2. Deputy Directors will:

a. Designate a senior officer for each Directorate to maintain continuing liaison with the Chief, Ops Center in order to expedite his directorate's support to the Ops Cen during the crisis. It will be the responsibility of each liaison officer so appointed to contact the Chief, Ops Cen and inform him of the room numbers and telephone numbers where contact may be made.

b. Maintain rosters of senior officers for around-the clock duty as directed by DCI or DDCI.

c. Ensure that such staff or division crisis situation rooms which they may establish within their Directorates are totally responsive to the requirements of the Ops Cen, ~~and the Task Force.~~

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d. Report to the O/DCI the emergency actions taken.

3. The DDI will:

a. Appoint a task force chief (CTF)

b. Inform the Chief, Ops Center of the DCI's determination and direct him to provide support for the CTF.

c. Inform the DDP, DD/S&T, DDS, the Deputy to the DCI for NIPE and D/OCI of the designation of the CTF.

d. Report to the DCI the emergency actions taken.

4. The DDS and the DDI will:

a. In addition to the responsibilities set forth elsewhere in this checklist, assure that adequate support from couriers, clerical personnel, printers, graphics specialists, communications personnel, vehicles etc., is available around the clock throughout the crisis.

b. Keep the Chief, Ops Cen informed through the designated liaison officers of all special arrangements, schedules, etc. made in accordance with para 4 a, above.

5. The Director of Personnel will:

a. Keep current lists of language and area specialists, communicators, intelligence generalists, and others qualified either for [REDACTED] or for temporary detail to the NMCC, State Operations Center, CIA Op Cen, US Military forces and similar emergency assignments.

b. Report to the O/DCI the emergency actions taken.

6. The CTF will:

a. Contact Chief, Ops Center and arrange for substantive and logistic support.

b. Select, ^{IN CONSULTATION WITH THE DEPUTY DIRECTORS,} ~~with approval of D/OCI,~~ remaining members of the Task Force.

~~c. Contact the DDP Division Chief concerned and arrange for DD/P participation in the Task Force area in the Ops Center.~~

c. ~~d.~~ Contact the Chief, Collection Guidance Staff and inform him of the DCI's determination that a crisis situation exists, and that a task force is being formed in the Ops Center.

d. ~~e.~~ Report to the ^{DDP} ~~DDP~~ the emergency actions taken.

e. The Chief Ops Center will:

a. Activate the Task Force area in the Ops Center complex.

b. Inform the State Operations Center, the NMCC, the White House International Situation Room and NSACC of the existence of the Task Force. He will also provide all four of these centers with telephone numbers, message routing and courier delivery instructions for fast transmission of information.

c. Contact the Cable Secretariat, the DDP Intelligence Watch and the Documents Division/OCR to ensure that incoming material is properly screened to effect rapid distribution to the Ops Cen and O/DCI of all material bearing on the crisis.

d. Contact the Office of Logistics to ensure that special pneumatic tube systems and telephone systems for which logistics is responsible are ^{KEPT} ~~left~~ under 24-hour maintenance.

e. Contact the Director of Communications to ensure that:

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(1) Teleconference facilities [REDACTED]

[REDACTED] are, with the approval of the DDP, available to the Op Cen on a ^{CALL} ~~moments notice~~.

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(2) Teletype facilities already in place with the White House, USIB departments and Agencies, military intelligence services, State Operations Center and the NMCC are maintained 24 hours a day.

(3) The LDX facilities between CIA and State NMCC and the White House are maintained 24 hours a day.

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(4) Direct teletype communications with [REDACTED] NPIC are available ^{TO THE OPEN ON CALL} ~~on a moments notice for transmission of material, classified information to the Ops Cen.~~

f. Contact the Special Clearance Center, OS and the Special Intelligence Security Staff to arrange for required clearances and admission to the Ops Cen.

g. Report to the ~~Q/DCI~~ ^{IDI} through the CTF the emergency actions taken.



C. M. BERTHOLF
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